

Volume No. 3—Automated System Applications	TOPIC NO. 70510
Function No. 70500—Payroll Accounting	TOPIC CIPPS MAGNETIC MEDIA INTERFACE REQUIREMENTS
	DATE October 2004

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Overview

Introduction The Commonwealth Integrated Payroll/Personnel System (CIPPS) accepts the input of computer generated transactions through a batch process. Agencies must submit data for inbound interface via disk residing at the Department of Information Technology (DIT). In addition, agencies can obtain payroll and benefit accounting and check information on tape output from CIPPS.

CIPPS Input Requirements details procedures agencies must follow to provide batch transactions to the Department of Accounts (DOA) via disk.

CIPPS Output Files details information that can be obtained on tape from CIPPS. Additionally, data can be obtained via the Financial Information Downloading System (FINDS). See CAPP Topic No. 70710 through 70730, *FINDS: CIPPS Downloading*.

CIPPS Input Requirements

Allowed Batch Transactions Categories of batch transactions allowed are:

- Time and Attendance
- Programmatic Data

Computer Generated Transaction Benefits By providing DOA with computer generated transactions, the following benefits can be experienced by the agency:

- Duplication of keying efforts into both agency-based internal systems and CIPPS can be avoided, thereby reducing resource requirements;
- Keying errors causing discrepancies between an agency-based time and attendance or human resource system and CIPPS can be eliminated, simplifying reconciliation; and,
- Since batch transactions are input to the system at night when the files are closed, more time is available for other forms of data entry.

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CIPPS Input Requirements, Continued

General Requirements

Agencies must submit a written request to the Manager of State Payroll Operations for authorization to utilize the batch process for allowable transactions.

In addition, agencies wishing to submit disk input must request security from DOA. In order to obtain this security, a *CIPPS Security Batch Transaction Request*, (Form S-3) must be completed and submitted to the Manager of State Payroll Operations. Temporary assignment of security for the creation of a test dataset will be provided. Upon successful completion of the required test, security to write to a production dataset will also be provided.

Media Requirements

The computer interface media must be a dataset on disk residing at the DIT/IBM data center. The computer interface requirements are:

- Dataset Name as specified by DOA
- EBCDIC Coding
- Fixed Length Records
- Record Length = 120 bytes
- Block Size = 27960 bytes

A package containing the standard layouts with the required record format and data element lengths for the requested transactions is provided. Requests for these layouts can be made to the Manager of State Payroll Operations.

The *700 - Pay Transactions and IBC Batch Balance* layouts can also be found on the DOA Payroll Internet Web Page. A detailed characteristics outline for each data element can be found throughout CAPP Topic Nos. 40000, "Leave Accounting," and 50000, "Payroll Accounting." No exceptions to the standard input record format will be accommodated.

All interface requirements must be met to ensure the orderly processing of data created by the agency. Agencies are also responsible for backing up their data until they have verified it processed in CIPPS.

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CIPPS Input Requirements, Continued

Procedures The following procedures must be followed by agencies wishing to submit disk input.

Step	Action
1. Initial Request	<p>Submit a written request to the Manager of State Payroll Operations for authorization to utilize the batch process for allowable transactions. The following information should be included with the request:</p> <ul style="list-style-type: none"> • Categories of batch transactions to be submitted; • Timing and input cycle(s) of transactions to DOA; • Estimated volume of semi-monthly transactions to be processed each cycle; and, • Individual(s) to contact for systems information.
2. Security Request	<p>Request security from DOA in order to submit disk input. To obtain this security, a <i>CIPPS Security Batch Transaction Request</i>, (Form S-3) must be completed and submitted to the Manager of State Payroll Operations. Temporary assignment of security for the creation of a test dataset will be provided. Upon successful completion of the required test, security to write to a production dataset will also be provided.</p>
3. Test Interface	<p>After receiving approval and security to submit batch transactions from the Manager of State Payroll Operations, submit a test file of the batch transactions to DOA. Scheduling must be arranged with the Payroll Systems Analyst in order to provide test files in which to load the test batch transactions.</p>

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CIPPS Input Requirements, Continued

Procedures (continued)

Step	Action
4. Security and Approval for Production Batch Processing	Upon successful completion of the test batch transactions file, the agency is notified via a <i>Batch Submission of Payroll Transactions Approval</i> , (Form S-4) to begin submission of batch transactions into production files. This form is signed by the Manager of State Payroll Operations and also serves to request that the individuals indicated on the <i>CIPPS Security Batch Transaction Request</i> , (Form S-3) be provided security to a production dataset. The Manager of State Payroll Operations contacts the agency with the production dataset name.
5. Batch Transaction Processing	Begin submitting agency generated transactions via disk upon approval for batch submission and receipt of production security.

Error Correction

Datasets certified for batch processing into CIPPS are edited by DOA prior to submission into the system. Editing is limited to ensuring the dataset contains only transactions for which approval has been received and for agencies to which access is authorized. DOA will not perform syntax or field data validation. If any discrepancies are found, the transaction(s) in error are not processed into CIPPS. DOA notifies the agency of the discrepancies, and the agency is required to research each error and take corrective actions.

CIPPS Transaction Input Forms

The following forms will be completed during the batch transaction request procedures.

Form Name	Form Number
CIPPS Security Batch Transaction Request	S-3
Batch Submission of Payroll Transactions Approval	S-4

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CIPPS Security Batch Transaction Request, Form S-3

CIPPS SECURITY BATCH TRANSACTION REQUEST

DATE: _____

TO: Lora L. George
Manager of State Payroll Operations
Department of Accounts

FROM: _____
(Print name of Approving Officer)

(Title)

(Signature of Approving Officer)

Please provide the individuals listed below with the required security to submit batch transactions to the Department of Accounts for the purpose of loading to CIPPS.

NAME: _____

USER ID: _____

LOGON ID: _____

NAME: _____

USER ID: _____

LOGON ID: _____

NAME: _____

USER ID: _____

LOGON ID: _____

I understand that temporary security will be provided to the agency for test purposes. Upon successful completion of the required test, security to write to a production dataset will then be provided.

Form S-3
MAR 2004

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Batch Submission of Payroll Transactions Approval, Form S-4

BATCH SUBMISSION OF PAYROLL TRANSACTIONS APPROVAL

DATE: _____

TO: _____
(Print name of Approving Officer)

(Title)

(Agency Name)

FROM: Lora L. George
Manager of State Payroll Operations
Department of Accounts

Your test for batch input of computer generated transactions has been completed successfully. You are approved to begin submission of the following types of batch transactions effective immediately.

_____ Time and Attendance

_____ Programmatic Data

I have submitted a request to the Database Administration Manager to provide security to a production dataset for the individuals listed on the CIPPS SECURITY BATCH TRANSACTION REQUEST previously submitted. As soon as security has been granted, I will contact you with the dataset name.

cc: Database Administration Manager
Payroll Systems Analyst

Form S-4
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CIPPS Output Files

General Information

Several agencies currently use data obtained via tape from CIPPS for various agency-based automated reconciliations. Some examples of current uses for CIPPS extract files are:

- Audit tool to compare payments made to employees against an in-house human resources program.
- Extract payroll data for salaries and fringe benefits to feed an agency-based accounting system.
- Manipulate data to generate budget reports regarding special pays, overtime payments, etc.

Before requesting CIPPS extract files, review CAPP Topic Nos. 70710-70730, *FINDS: CIPPS Downloading*. By using FINDS downloads, agencies are able to produce their own internal reports using data as current as the prior night's update. Most data found on the ECE, Employee Masterfile, and Tax Masterfile extracts is also available through FINDS downloads.

CIPPS Files Available Upon Request

CIPPS extract files are available to agencies upon request, either one time or on a recurring basis. At this time, the following extract files are available:

- Expanded current earnings (ECE)
- Employee masterfile
- Tax masterfile

While the tax masterfile is solely used for regulatory reporting, it is important to ensure that continuity is maintained between the tax and employee masterfiles.

Upon request, the layouts of these files are provided by the Manager of State Payroll Operations. All output files will be produced virtual tapes or disk media. No exceptions to this media will be accommodated.

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CIPPS Output Files, Continued

ECE File Description The following table defines general descriptions of the ECE information and extract characteristics.

File	Description
ECE Information	<p>The expanded current earnings (ECE) file contains detail agency employee information. This file can be produced upon request or from each checkwrite processed. Categories of information available on this file are:</p> <ul style="list-style-type: none"> • Current pay and hours • Current deductions • YTD pay and hours • Current tax and taxable amounts • Current general ledger distribution data • Leave balances (as printed on check stub) • Certain payroll and personnel masterfile elements
ECE Extract Characteristics	<p>Each ECE file contains employee information from a single checkwrite. This information will only reflect data for employees within the frequency(ies) paid in that checkwrite. The extract characteristics are:</p> <ul style="list-style-type: none"> • Virtual tape or Disk media • EBCDIC coding • Fixed length records • Record length = 20,000 • Block size = 20,000

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CIPPS Output Files, Continued

Employee and Tax Masterfile Description

The following table defines general descriptions of the employee and tax masterfile information and extract characteristics.

File	Description
Employee and Tax Masterfile Information	<p>The employee and tax masterfiles can be produced upon request only. Examples of information available on these files are:</p> <ul style="list-style-type: none"> • Certain static payroll and personnel data elements (biographical information, deductions, tax status, pay entitlements) • Employee and employer wage and tax withholding accumulators (year-to-date, quarterly, current and prior quarter) • Deduction and pay accumulations to include special pay accumulations
Employee Masterfile Characteristics	<p>The extract characteristics for the employee masterfile are:</p> <ul style="list-style-type: none"> • Virtual tape or Disk media • EBCDIC coding • Fixed length records • Record length = 25,128 • Block size = 25,128
Tax Masterfile Characteristics	<p>The extract characteristics for the tax masterfile are:</p> <ul style="list-style-type: none"> • Virtual tape or Disk media • EBCDIC coding • Fixed length records • Record length = 1,750 • Block size = 26,250

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Internal Control

Agency Internal Controls

The agency's procedure for the transmission of batch transactions should demonstrate the following internal controls:

- Valid transactions are properly recorded and executed.
- Procedures are developed to ensure batches are not duplicated.
- Fiscal positions, responsible for approving and releasing transactions to DOA, are defined within the agency.
- Adequate security measures are followed to ensure confidentiality of data being transmitted.
- Agency procedures pertaining to the transaction approval process, submission of batch transactions, and the assignment of CIPPS access capabilities and user levels for agency personnel may be subject to an internal control audit by the Auditor of Public Accounts (APA).

Records Retention

Time Period

Refer to the applicable CAPP topic as to the retention of source documents and or records.

Contacts

DOA Contacts Manager, State Payroll Operations
 ☎ (804) 225-2245
 ✉ payroll@doa.virginia.gov

State Payroll Analyst
 ☎ (804) 225-3079
 ✉ payroll@doa.virginia.gov

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Subject Cross References

References

CAPP Topic No. 70710, *FINDS: CIPPS System Overview*
 CAPP Topic No. 70715, *FINDS: Accessing CIPPS*
 CAPP Topic No. 70720, *FINDS: CIPPS Report Data*
 CAPP Topic No. 70725, *FINDS: CIPPS Masterfile Data*
 CAPP Topic No. 70730, *FINDS: Executing CIPPS Requests and Transferring Files*
